

## Annex G

### State Emergency Function (SEF) # 7

#### Resource Support Procurement Function/Resource Management

**LEAD AGENCY:** Dept. of Local Affairs      [Link to DoLA website](#)

**SUPPORTING AGENCIES:** Governor's Office, Colorado Office of Emergency Management, General Support Services, Corrections, Higher Education, Labor, Military Affairs, Personnel, Natural Resources, Public Safety, Transportation, Treasury, Education, Red Cross, Salvation Army, COVOAD

#### **I. PURPOSE**

The purpose of the Emergency Support Function (ESF) is to provide resource support following a disaster.

#### **II. SCOPE**

Resource support involves the provision of logistical and resource support to state agencies and the political subdivisions of the State of Colorado, including counties, municipalities, towns, school districts and other special districts. This coordination includes emergency relief supplies, space and office equipment, office supplies, access to telecommunications equipment, contracting services, access to transportation services, and procurement personnel required to support immediate response activities.

#### **III. SITUATION**

A disaster may result from natural or technological hazards or from a National Security Emergency that produce extensive damage and result in a large volume of requests for services to save lives and alleviate suffering. The state, when notified of an emergency situation at the local level, will monitor the situation, do pre-planning and, if necessary, provide assistance. This assistance may be in the form of procuring additional resources and/or personnel.

#### **IV. POLICIES and RESPONSIBILITIES**

A. In accordance with assigned responsibilities and upon implementation of the State Emergency Functions Assignment Matrix, the resource support community will provide this support to the affected area(s).

B. SUPPORT AGENCIES will furnish required resources to support the LEAD (DOLA) function. This shall include any necessary preparatory actions as required by the LEAD agency.

C. Supplies and equipment will be provided from Federal, State, and/or volunteered stocks from local governments, the private sector or individuals. Certain goods may be stockpiled (ie: sandbags).

D. All procurement will be made referencing State Procurement Rules, barring the suspension thereof, during the time of a designated emergency or other such incident, which suspends the code. All State of Colorado Price Agreements available to political subdivisions will be accessed during an emergency through the DLG ON-Line Purchasing Index. All Price Agreements from any Support agency will be made available for use by the Lead AGENCY.

E. Local Government Resource Support Personnel, as assigned by the Lead agency, shall have access to all materials necessary to perform their function and shall work under the supervision of the LEAD Resource Support Coordinator.

## **V. CONCEPT OF OPERATIONS**

A. The statewide capabilities of the Resource Support Coordinator and the Resource Support Personnel will be committed through the Colorado Office of Emergency Management at the Emergency Operations Center (EOC) and its regional offices. The primary determination of resource support needs are at the regional level and flow upward. The determination of materials and other resources needed to meet operational needs will be made at the regional offices or on site and forwarded to the Lead agency.

B. This annex centers on the deployment of professional procurement officers from local and state levels of government working in tandem, on site, with DOLA Field Staff. All regional Resource Support Personnel will be in place prior to an emergency situation and will report directly to the Resource Support Coordinator, with input from DOLA and COEM Field Staff. There shall be a minimum of one procurement resource support person for each of these regions. Should this number not be possible a core group will always be available.

C. Resource Support Personnel shall typically be the director of a local government procurement unit, including purchasing directors from levels of Colorado state government.

D. The ~~DOLA ON-LINE PURCHASING INDEX~~ STATE-LOCAL PURCHASING PROGRAM PERMITS LOCAL GOVERNMENTS TO PURCHASE COMMODITIES USING THE STATE PURCHASING OFFICE'S STATE PRICE AGREEMENTS. THE STATE PRICE AGREEMENTS ARE ONLINE AND ACCESSIBLE FROM THE TECHNICAL ASSISTANCE PAGE ON THE DOLA WEB SITE. THE PRICE AGREEMENT WILL BE AVAILABLE TO ALL PERSONNEL. THIS INDEX WILL BE COEM ON-LINE, IN ADDITION TO ITS DOLA SERVER. PRICE AGREEMENT INFORMATION MAY BE ACCESSED FROM THIS ELECTRONIC SOURCE OR FROM HARD COPY THROUGH THE STATE PURCHASING OFFICE, should the former not be possible.

## **VI. ORGANIZATION and REGIONAL RESPONSE STRUCTURE**

A. Upon the request of COEM:

1. The Disaster Resource Coordinator will notify the DOLA Field Rep of the activation of the Resource Support Personnel.
2. Resource Support Personnel shall report directly to the Resource Support Coordinator, go on location, and identify immediate material and personnel needs.
3. The Resource Support Coordinator shall be located either at the Division Of Local Government or the COEM command base..
4. Ongoing data shall be compiled.